



Division:	Human Resources (HR)
Title:	Standard Operating Procedures
Procedure:	UNEMPLOYMENT INSURANCE CLAIMS GUIDELINES
Original Effective Date:	
Revised Effective Date:	

Unemployment Claims Guidelines

Unemployment Insurance Form Completion

Once an employee files an unemployment claim, a "Request for Separation" form is e-mailed to Human Resources by the department's third party administrator. Upon request, the requested information should be completed ASAP but no later than the given deadline, either by e-mail or by fax. Submit all relevant information (letters, resignations, written warnings, memos, etc.). The Human Resources Manager/Employee Relations Specialist should be involved in processing UI claims for employees that were terminated due to disciplinary action.

Unemployment Insurance Hearing

An employee/employer may appeal the initial determination of eligibility. Should this occur, our third party administrator will forward notice of an unemployment hearing by e-mail to Human Resources. Management should be notified immediately of any hearings and provided with any information supplied by the department's third party administrator. The Human Resources Manager/Employee Relations Specialist should advise management of how the hearing will be conducted, what they can expect and participate with management in the hearing if requested. In addition, the Human Resources Manager/Employee Relations Specialist should assist management with determining the following:

- Management's representatives
- Witness list
- How the hearing will be conducted (by phone or in person)
- Information to be presented at the hearing
- Notification to the department's third party administrator of the management representative and contact numbers.
- Coordination with third party administrator regarding information, witness list, or documentation necessary for the hearing.
- Support management as they prepare for the hearing, providing them any requested information.

Third Party Administrator will counsel representatives and witnesses accordingly.

